Healthcare Documentation Program

Program Objectives

Upon completion of this program, graduates will be trained to:

- Integrate medical terminology, human anatomy, physiology and disease processes with medical transcription, coding and billing systems.
- Apply effective medical ethics and legal theory in your career.
- Implement the essential skills of medical billing, electronic claims submission and insurance form completion for medical service providers.
- Apply theory and practical skills to assign diagnostic and procedural codes to medical records according to state, federal and local government regulations.
- Transcribe and edit medical reports in proper formats for a variety of medical specialties.

COURSE 1: Introduction to Healthcare Documentation

Lesson 1: The World of Health Care
In your first lesson, you'll examine the average day of various healthcare professionals, and discover the responsibilities of each. You'll learn about the team of professionals that provide quality health care. Finally, you'll explore the personal qualities and desirable character traits of a successful healthcare professional.

Lesson 2: Medical Insurance 101
Study terms relevant to health insurance today and learn about the tools you'll use in your future career.

Quiz 1
This quiz is worth 15 percent of your course 1 grade.

Lesson 3: Ethics and Legal Issues
Healthcare professionals must adhere to some important legal and ethical guidelines. This lesson explains the concepts of ethics, compliance, fraud and abuse. Determine how these concepts apply to your future career. You'll also study HIPAA and the importance of confidentiality when dealing with medical records.

Lesson 4: Medical Records
This lesson outlines the role medical records play in healthcare documentation. What is the importance of documentation in medical records? What are the various types of dictation formats? How do healthcare professionals manage medical records? Find out all of this and more in this lesson!

Quiz 2
This quiz is worth 20 percent of your course 1 grade.

Lesson 5: Introduction to Medical Terminology
Just listen to doctors and nurses talk; medicine has its own language. Now, discover the building blocks of all medical terms—root words, prefixes and suffixes. These building blocks will let you understand complex medical words.

Quiz 3
This quiz is worth 15 percent of your course 1 grade.

Lesson 6: Dividing and Combining Medical Terms
This lesson continues your study of the language of medicine. Learn to divide medical words into word parts to determine meanings, as well as combine those parts to form medical terms.

Lesson 7: Medical Abbreviations, Symbols and Special Terms
Explore the abbreviations, acronyms and symbols that medical professionals use. You'll also examine medical eponyms, sound-alikes, opposites and the special rules regarding medical plurals.

Quiz 4—Trigger Quiz
This quiz is worth 15 percent of your course 1 grade.

Lesson 8: Body Systems
Learn the basics of organs and organ systems while expanding and applying your knowledge of medical terms and abbreviations.

Quiz 5
This quiz is worth 15 percent of your course 1 grade.

Lesson 9: Resources for the Healthcare Professional
It's important to stay abreast of health-related changes and research! This lesson explains the resources available to you throughout your career. We'll discuss associations, websites and certification options.

Lesson 10: Electronic Health Records
The world of health care changes every day thanks to new technology. How will these changes affect you in your future career? In this lesson, you'll gain a basic understanding of electronic health records.

Quiz 6
This quiz is worth 20 percent of your course 1 grade.

COURSE 2: Medical Billing

Lesson 11: Coding for the Medical Biller
Learn the history and development of the various coding systems. You will also learn to identify the code types.

Quiz 7
This quiz is worth 10 percent of your course 2 grade.

Lesson 12: Private Insurance and Managed Care
Gain an overview of the characteristics of private and group healthcare insurance programs. This lesson also explains managed care programs and how they work, including discussions of HMOs, PPOs, POS plans and PPGs.

Lesson 13: Medicaid, PACE, CHIP and Medicare
In this lesson, discover the government programs of Medicaid and Medicare. You will also learn about Medigap and Medi-Medi insurance, as well as gain an overview of the Children's Health Insurance Program and the Program of All-Inclusive Care for the Elderly.

Quiz 8
This quiz is worth 5 percent of your course 2 grade.

GRADING CRITERIA

- 92-100% = A
- 85-91% = B
- Below 70% = F
- 75-84% = C
- 70-74% = D

If you plan to work independently, your grades should consistently be above 85%. If your grades are 84% or below, you will need to make improvements to bring your skills to an employable level.

Your final grade point average will be calculated on all graded assignments. You must complete all assignments and attain a final grade point average of 70% or higher to earn a certificate.
Lesson 14: Military Insurance, Workers’ Compensation and COBRA

Hone your knowledge as you study TRICARE, CHAMPVA, workers’ compensation and COBRA.

Lesson 15: Determining Payment

Examine the many methods to determine the amount reimbursed to providers. Explore the UCR standard, fee schedules and relative value studies, as well as diagnosis related groups and ambulatory payment classifications.

Quiz 9

This quiz is worth 10 percent of your course 2 grade.

Lesson 16: Introducing the CMS-1500 Claim Form

Perform the work of a medical billing specialist! Detailed explanations help you complete the fields of the CMS-1500 insurance claim form and determine special considerations for Medicare and Medicaid.

Quiz 10

This quiz is worth 15 percent of your course 2 grade.

Lesson 17: Explanation of Benefits

With the help of this lesson, you will soon be able to read and interpret the explanations of benefits that come from various insurance carriers.

Lesson 18: Secondary Claims

Determine how to prepare secondary claims and handle insurance logs. You will also complete claims for secondary carriers.

Quiz 11

This quiz is worth 15 percent of your course 2 grade.

Lesson 19: The UB-04 Claim Form

Let’s switch gears! Hospitals primarily use the UB-04 insurance form. This lesson provides instructions and examples to help you understand the fields of this form.

Quiz 12—Trigger Quiz

This quiz is worth 5 percent of your course 2 grade.

Lesson 20: Insurance Follow-up and Preparing the CMS-1500

In this lesson, you will learn about timely filing and how to process a workers’ compensation claim. You will also learn about insurance follow-up. Extensive, hands-on practice lets you complete the CMS-1500 for various carriers.

Quiz 13

This quiz is worth 20 percent of your course 2 grade.

Lesson 21: Medical Billing Technology

Explore the evolving technology of the claims field, such as medical billing software, and see how healthcare professionals use clearinghouses and submit claims electronically.

Quiz 14

This quiz is worth 20 percent of your course 2 grade.

COURSE 3: Medical Coding I

Lesson 22: Introduction to Anatomy

Knowledge of anatomy and physiology is crucial to anyone who works in medicine. This lesson explains the relationships among anatomy, physiology and pathology. It also teaches how the human body is put together and how it works.

Quiz 15

This quiz is worth 5 percent of your course 3 grade.

Lesson 23: Anatomy: Landmarks and Divisions

Now that you know the basics, delve deeper into anatomy! This lesson discusses landmarks and divisions, as well as the basic body cavities and how the body is organized physiologically.

Lesson 24: Cell and Tissue Anatomy and Pathology

This lesson reviews the components of the cell and the primary functions of each component. Differentiate among the categories of etiologies, and study how cells and the human body respond and react to injury.

Quiz 16

This quiz is worth 5 percent of your course 3 grade.

Lesson 25: Introduction to ICD-10-CM and Chapter 1

This lesson discusses the structure of the ICD-10-CM and the purpose of the guidelines and rules of the diagnostic coding process. You’ll also determine how to handle abbreviations, cross-references and punctuation. In addition, you’ll start the coding process by learning about infections, as well as how to code them.

Lesson 26: ICD-10-CM Chapters 2 through 5

In this lesson, you’ll study terminology related to neoplasms, as well as diseases of the blood and blood-forming organs and certain disorders of the immune mechanism. You’ll look at endocrine, nutritional and metabolic diseases. Then, you’ll practice coding the diseases and disorders found in Chapters 2 through 5 of your ICD-10-CM.

Quiz 17

This quiz is worth 10 percent of your course 3 grade.

Lesson 27: ICD-10-CM Chapters 6 through 10

You’ll get more practice with diagnostic coding as you explore mental, behavioral and neurodevelopmental disorders. Then, you’ll look at the anatomy and related diseases of the eye and adnexa, as well as those of the ear and mastoid process. You’ll also study the circulatory and respiratory systems.

Quiz 18

This quiz is worth 15 percent of your course 3 grade.

Lesson 28: ICD-10-CM Chapters 11, 12 and 13

In this lesson, you’ll explore diseases of the digestive system, and review the anatomy of the skin and subcutaneous tissue, while you learn how to apply accurate diagnostic codes. Examine the musculoskeletal system, as well as how to code related diagnoses.

Quiz 19

This quiz is worth 10 percent of your course 3 grade.

Lesson 29: ICD-10-CM Chapters 14 through 17

This lesson outlines the diagnosis coding of the genitourinary system. Explore the process of assigning codes to conditions found in pregnancy, childbirth and the puerperium, as well as those conditions originating in the perinatal period, while learning about the terminology related to these conditions. In addition, you’ll assess congenital malformations, deformations and chromosomal abnormalities while learning how to determine the correct diagnosis code.

Quiz 20—Trigger Quiz

This quiz is worth 20 percent of your course 3 grade.

Lesson 30: ICD-10-CM Chapters 18 and 19

In this lesson, you’ll study the terminology related to symptoms, signs and abnormal clinical and laboratory findings. Then, you’ll learn to assess and code for injuries, poisonings and certain other consequences of external causes.

Quiz 21

This quiz is worth 15 percent of your course 3 grade.

Lesson 31: ICD-10-CM Chapters 20 and 21

First, you’ll learn the terminology related to external causes of morbidity and the process of coding these circumstances. After learning about factors influencing health status and contact with health services, you’ll reinforce what you’ve learned in this program. This lesson allows you to apply your diagnostic coding knowledge to real-world scenarios.

Quiz 22

This quiz is worth 20 percent of your course 3 grade.

COURSE 4: Medical Coding II

Lesson 32: CPT Coding 101

With diagnostic coding under your belt, we’ll move on to the history of procedural coding. This lesson also explains the structure and format of the CPT coding manual, as well as the basic steps of CPT coding.

Lesson 33: Surgical Coding, Part 1

In this lesson, discover how to code procedures related to the integumentary, musculoskeletal, digestive and urinary systems. Coding for the respiratory, cardiovascular, hemic and lymphatic systems, as well as the mediastinum and diaphragm, is included.

Quiz 23

This quiz is worth 15 percent of your course 4 grade.

Lesson 34: Surgical Coding, Part 2

The male and female reproductive systems are outlined in this lesson. You’ll code maternity and childbirth procedures, as well as procedures related to the endocrine, nervous, visual and auditory systems.

Quiz 24

This quiz is worth 10 percent of your course 4 grade.

Lesson 35: Radiology, Pathology, Anesthesia and Medicine

This lesson teaches radiology terms, subsections and guidelines, as well as coding for pathology procedures. Guidelines and coding information for pathology and anesthesia are included, too. Finally, you’ll cover the medicine section of the CPT.

Quiz 25

This quiz is worth 10 percent of your course 4 grade.

Lesson 36: Integrating Diagnostic and Procedural Codes

Now, you have a chance to apply all of the medical coding knowledge that you’ve gained so far! You’ll code diagnoses and procedures together to work through real-world healthcare situations.

Quiz 26

This quiz is worth 20 percent of your course 4 grade.
Lesson 37: Evaluation and Management Services
This lesson introduces evaluation and management codes, an important area for outpatient coders. Additionally, you'll explore guidelines, and begin to understand evaluation and management level sections.

Quiz 27—Trigger Quiz
This quiz is worth 10 percent of your course 4 grade.

Lesson 38: Comprehensive Evaluation and Management
Take a closer look at the Evaluation and Management sections. You'll get plenty of practice with coding E/M services!

Quiz 28
This quiz is worth 20 percent of your course 4 grade.

Lesson 39: The Basics of HCPCS Coding and Final Coding Quiz
Gain an introduction to HCPCS coding. This lesson outlines the formats and coding rules, and explains how to determine when to use HCPCS coding. Then, you'll use this Final Coding Quiz as an opportunity to apply your new coding skills.

Quiz 29
This quiz is worth 15 percent of your course 4 grade.

COURSE 5: Medical Transcription and Editing

Lesson 40: Introduction to Medical Transcription and Editing
In this lesson, you’ll discover the tools that will increase your productivity when creating medical reports. You’ll examine the various types of medical reports used by transcriptionists, including the Basic Four. Practice formatting a History and Physical Examination (H&P) report—from headings to report contents. Finally, examine the current trend in medical transcription—medical editing. Uncover how speech recognition technology has contributed to this aspect of medical transcription.

Lesson 41: Terminology for Medical Transcription
Get ready to study terminology for the medical transcriptionist. First, discover how to research terms that have silent letters, as well as classic and modern spellings. Terminology relating to the anatomical position will be explored, and then you’ll learn to spell what you hear as you apply simple rules to forming medical plurals. In addition, you’ll see how proper names and acronyms are written and used in the medical field. Practice writing the medical abbreviations and numbers that you’ll use in your transcription work as you become skilled at medical punctuation.

Quiz 30
This quiz is worth 5 percent of your course 5 grade.

Lesson 42: Transcribing Skills and Tools
First, you’ll examine the language of the pharmacy, systems of measurement and information about the clinical laboratory. Next, you’ll practice deciphering dictation errors, correct transcription errors and explore artifacts (artificial sounds on dictation) and tricks for understanding unfamiliar accents. Finally, you’ll learn the fine art of proofreading.

Quiz 31
This quiz is worth 5 percent of your course 5 grade.

Lesson 43: Integumentary System
In this lesson, you’ll explore the integumentary system, including anatomy and physiology terms, medications, tests and procedures used to treat skin disorders from the medical transcriptionist’s perspective. Then, you’ll transcribe chart notes, H&P reports and consultation reports for skin diseases.

Quiz 32
This quiz is worth 10 percent of your course 5 grade.

Lesson 44: Neurological System
Here, you’ll examine the neurological system from the transcriptionist’s perspective—learn anatomy and physiology terms for the nervous system, as well as medications, tests and procedures used to treat nervous system disorders. You’ll transcribe chart notes, H&P reports and consultation reports for nervous system diseases.

Quiz 33
This quiz is worth 10 percent of your course 5 grade.

Lesson 45: Musculoskeletal System
Study the musculoskeletal system from the transcriptionist’s perspective—anatomy and physiology terms, medications, tests and procedures used to treat musculoskeletal problems. You’ll transcribe chart notes, H&P reports and consultation reports for diseases of the muscles and bones.

Quiz 34
This quiz is worth 10 percent of your course 5 grade.

Lesson 46: Cardiovascular, Immune and Respiratory Systems
You’ll begin by discovering the anatomical and physiological terms related to the cardiovascular system from the transcriptionist’s perspective, as well as medications, tests and procedures used to treat cardiovascular disorders. Then, you’ll take a deep look into the immune and respiratory systems as you study the anatomical and physiological terms, medications and the tests and procedures used to treat disorders of these systems. Finally, you’ll transcribe chart notes and Big Four reports for cardiovascular, immune and respiratory diseases.

Quiz 35
This quiz is worth 10 percent of your course 5 grade.

Lesson 47: Gastrointestinal and Genitourinary Systems
Explore the gastrointestinal and genitourinary systems from the transcriptionist’s perspective—from anatomical and physiological terms to medications, tests and procedures used to treat digestive problems. From the transcriptionist’s perspective, you’ll explore the medical terms for the female reproductive system—from anatomical terms to medications, tests and procedures used to treat female reproductive issues. You’ll also transcribe chart notes and Big Four reports for gastrointestinal and genitourinary disorders.

Quiz 36
This quiz is worth 15 percent of your course 5 grade.

Lesson 48: Endocrine System
Examine the anatomical and physiological terms, medications, tests and procedures used to treat the endocrine system as you’ll need to know for transcription. Transcribe chart notes and medical reports for this system.

Quiz 37
This quiz is worth 15 percent of your course 5 grade.

Lesson 49: Operative Reports
Work with actual surgeons’ dictation to transcribe operative reports. Operative reports state findings, actions taken, technical data and the results of surgical operations.

Quiz 38
This quiz is worth 10 percent of your course 5 grade.

Lesson 50: Final Quiz
In this final lesson, you will polish your SRT editing skills with a few more reports before wrapping up the program with the Final Quiz.

Quiz 39
This quiz is worth 10 percent of your course 5 grade.

Career Starter Guide
An At-Home Professions exclusive! The Career Starter Guide will give you step-by-step guidance in getting your first job. You’ll learn how to create the best résumé for yourself...how to write a letter of inquiry...how to perfect your interview skills and much more.

Graduation Gift

MedLook Software
To request your gift, simply call
1-800-359-3455
or email
stuserv@at-homeprofessions.edu
— Must have graduated and be paid in full —
We reserve the right to substitute items of equal or greater value.